

**IMPACT Region-wide RIAC Funds Instructions****Form 131A**

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**General Instructions:**

- All regions must submit this form as a planning tool with their Plan and Budget Application and as an implementation report **semi-annually (due by January 31<sup>st</sup> and by July 31<sup>st</sup>)**. **Each report shall be reviewed and approved by the RIAC and signed by the RIAC Chair.**
- The community mental health center (CMHC) and the RIAC must collaborate to determine appropriate allocation/expenses for the region for funds under the purview of the RIAC.
  - DBHDID's Notice of Available Regional Funding (NARF), sent under separate cover to the CMHC, provides information regarding the total minimum allocation for each RIAC.
- It is expected that financial information will be shared with RIACs about RIAC funds (but not necessarily other funds- High Fidelity Wraparound funding, Flexible Funds for youth receiving Targeted Case Management services). Notation of such discussion should be documented in RIAC meeting summaries. If the RIAC designates this oversight to the LIAC(s), notation should also be documented in the RIAC minutes. RIACs/LIACs should send documentation that the information has been reported to Vanessa Brewer at DBHDID, 275 East Main St., 4W-G, Frankfort, KY 40621, or electronically to [vanessac.brewer@ky.gov](mailto:vanessac.brewer@ky.gov)
- Please upload the completed Form 131 (IMPACT Region-wide RIAC Funds), signed by the RIAC Chair, by January 31<sup>st</sup> for the first six months of the state fiscal year and by July 31<sup>st</sup> for the last six months of the state fiscal year; utilizing an electronic signature or by scanning the document. If the Center does not have electronic signature or scanning capabilities, please upload the completed, but unsigned document, and also mail a hardcopy of the completed Form 131 (IMPACT Region-wide RIAC Funds), signed by the RIAC Chair to the email or address listed above.
- Please enter the data in the shaded areas only.

**Form 131 includes the following categories:**

- 1) Personnel and Fringe for RIAC/LIAC staff;
- 2) RIAC/LIAC Parent & Youth Representatives and Alternates;
- 3) RIAC Infrastructure Support (if applicable); and
- 4) Regional-Wide Administration Costs (if applicable).

**Categorical Instructions:****1) Personnel and Fringe:**

- List the funds used to support in part or whole the personnel cost associated with the Local Resource Coordinator who staffs the RIAC, or others who assist with the operation of RIAC.

**2) RIAC/LIAC Parent & Youth Representatives and Alternates Allocations/Expenses:**

- In the RIAC Allocation column, DBHDID, upon recommendation of the SIAC, requires that RIACs set aside a specific amount per year for the sole purpose of supporting the involvement of RIAC/LIAC

parent and youth representatives and their alternates. These funds should be primarily used to provide stipends for each meeting that the RIAC/LIAC parent and youth representatives and their alternates attend.

- **RIACs/LIACs are required to provide, at minimum, a \$50 stipend for each meeting that the RIAC/LIAC parent and youth representative and their alternates attend.**
- The RIAC should budget additional funds to support RIAC parent and youth representatives and their alternates for:
  - mileage reimbursement for meetings;
  - regional family and youth leadership development opportunities, such as training for emerging family and youth leaders in the community including registration fees, time and travel expenses;
  - child care expenses;
  - family members' participation on F.A.I.R. Teams; and/or
  - the attendance of parent and youth representatives or their alternates to relevant activities/meetings at the request of the RIAC/LIAC (e.g. community meetings, trainings, etc.).
- A RIAC may designate stipend amounts greater than the required minimum. The process for this policy should be included in the RIAC's/LIAC's policy and procedures manual and be accessible to any party upon request.
- By January 31<sup>st</sup> and by July 31<sup>st</sup>, please report on Form 131 (IMPACT Region-wide RIAC Funds), all expenses related to RIAC/LIAC parent and youth representatives and their alternates.

### **3) RIAC Infrastructure Support:**

- In the RIAC infrastructure Support column, list program expenses supported by the RIAC's/LIAC's allocated funds that the RIAC expects to spend in this category during the state fiscal year (e.g. meeting space, refreshments, RIAC project supports, etc.).
- RIACs may utilize the RIAC allocation for other projects that benefit children and transition-age youth with severe emotional disabilities (SED). If applicable, list other programs or activities that are supported with the RIAC Allocation (not all regions make these types of allocations). Details of the expenditures of these funds must be shared with the RIACs at least quarterly and notation should be documented in the RIAC meeting summaries (e.g. supporting a local children's camp for children with special needs, funds to support community meetings of Human Services providers to benefit children/transition-age youth with SED, programming to support children and transition-age youth with SED and their caregivers, support groups, etc.)
- By January 31<sup>st</sup> and July 31<sup>st</sup>, please report on Form 131 (IMPACT Region-wide RIAC Funds), all expenses related to RIAC/LIAC Infrastructure Support.

### **4) Region-Wide Administrative Cost:**

- In the RIAC Allocation column, based on the region-wide administrative rate approved by the DBHDID/Division of Administration and Financial Management (A&FM), list the amount the RIAC expects to spend in this category during the fiscal year.
- By January 31<sup>st</sup> and July 31<sup>st</sup>, please report on Form 131 (IMPACT Region-wide RIAC Funds), all region-wide administrative costs.

**GRAND TOTAL:**

- This form is completed in Excel and will automatically generate totals in each category as well as the Grand Total.
- This form also automatically generates the percentage of allocation expended once the information is entered.
- Please include the total RIAC allocation and the Financial Planning and Implementation Report (Form 117). If your region allocates additional funds to the RIAC, please include that amount in the appropriate column. Actual expenditures shall also be reported on the Financial Implementation Report (Form 117), on a quarterly basis.

Expenses for anything other than the identified categories above should not be allocated or reported on Form 131 (IMPACT Region-wide RIAC Funds).

Questions about the Form 131 (IMPACT Region-wide RIAC Funds) may be directed to Vanessa Brewer at (502) 782-0549 or by email at [vanessac.brewer@ky.gov](mailto:vanessac.brewer@ky.gov).